



# Office of the City Clerk

## Weekly Report – for Week Ending September 4, 2015

### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Elections/City-County Collaboration** - City Clerk management met with the Los Angeles County Registrar-Recorder/ County Clerk and members of his staff to discuss plans to transition City elections to the County beginning in 2020. Staff also met with the L.A. County Election Outreach Group to share ideas and plan joint events.

#### 2016 Neighborhood Council Election:

A portion of the EmpowerLA staff will be working out of the Election facility at Piper Tech through the end of the Neighborhood Council 2016 Election. Computers and related election supplies will be provided by City Clerk

Staff has received all of the 87 bylaws for the 2016 NC Elections from EmpowerLA.

**Neighborhood Council Town Hall** - Staff attended the NC Town Hall on Saturday, August 29<sup>th</sup>, to discuss the City Clerk's role in the NC election process and to field questions.

#### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	1/2
Number of Notices/Publications	20
Number of Contracts Attested	54
Number of Council Files Created	76
Number of Claims Received	116
Number of Referrals	39
Number of Council Meetings	4
Number of Committee Meetings	11

**Neighborhood and Business Improvement Districts** - The Council adopted the Ordinance of Intention for the proposed Central Avenue BID; the Annual Report for reconfirmation of Assessments for the Chatsworth merchant-based BID; and the 2015 Annual Planning Report for the L.A. Tourism Marketing District BID.

**El Pueblo Celebration** - The City Archivist spoke on the early water history of Los Angeles at the City's birthday celebration at El Pueblo over the past weekend. The event was covered by KTLA 5 <http://ktlane.ws/1LDe9x0>.

**Historical Archives Research** - Council District 4 staff researched Charter Amendment N from the 1978 ballot pertaining to funding the 1984 Olympic Games and financial reporting to the City Council on the Games. Council District 10 staff researched the history of the Community Naming Designation for Little Ethiopia.

**Council File Supplemental Subscription New Feature** - Subscription to supplemental Council Files is now available through the Council File Management System (CFMS) and through the Council Impact Statement (CIS) System. When a new impact statement is submitted by a Neighborhood Council (NC), the system will automatically notify the NC via email as soon as a new supplemental is created. This new feature was demonstrated to the EmpowerLA.

**Electronic Speaker Card** - A prototype for submitting electronic speaker cards in Council meetings has been developed. This concept would replace the paper speaker card process that's being used during Council meetings. A demonstration will be provided to the Council President's Office for further direction and policy decisions.

### TOP ITEMS

- ***Election 2020 Meeting with the County of Los Angeles***
- ***2016 Neighborhood Council Election Preparation***
- ***National Voter Registration Day Events - September 22<sup>nd</sup>***
- ***New Feature - Supplemental Council File Subscriptions***



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**Fiscal** - Staff drafted the FY16-17 budget instruction letter for all City Clerk Divisions; provided authority for the Cultural Affairs Department to access the City-wide translation services contract; and met with EmpowerLA staff regarding the audit function for the Neighborhood Council funding program.

**General City Purposes** - Staff received 25 allocation requests; submitted 9 invoices to Accounting for processing; and drafted 1 contract.

**Personnel** - Staff updated the Department organization chart for the intranet; processed salary increases retroactive to 7/1/15 for elected officials not requesting a salary increase waiver; and transmitted a communication regarding the renewal of Mileage Placards for affected Mayor and Council staff.

## ISSUES

None to report.

## UPCOMING. . . .

**National Voter Registration Day (NVRD) - September 22<sup>nd</sup>** - Staff are collaborating with Empower LA, and the L.A. Community College District to plan National Voter Registration Day activities for September 22. Fifteen (15) classroom presentations at seven of the nine community college campuses in Los Angeles, and 2 table/booth events at L.A. Harbor and LA Mission Colleges have been booked.